

CLASS TITLE: ASSISTANT DIRECTOR, GROUNDS/CUSTODIAL

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Director, Maintenance, Operations and Transportation

BASIC FUNCTION:

Under direction of the Director, Maintenance, Operations and Transportation, plan and organize grounds and centralized custodial services. The duties consist of but not limited to greenscape renovation and maintenance; irrigation design, installation and maintenance; hardscape repair; District-wide custodial service; administrate district's Integrated Pest Management program and develop and maintain quality control standards for all responsible areas.

REPRESENTATIVE DUTIES:

- Plan, organize, direct and control the functions of the Grounds and Custodial Department.
- Inspect, review, and evaluate the performance of custodial and grounds personnel.
- Work cooperatively with other Maintenance and Operations managers on large, multi-trade projects.
- Effectively communicate both verbally and in writing with a variety of District personnel regarding all aspects of the grounds and custodial operations.
- Arrange and supervise new planting, transplanting, and removal or preconditioning of shrubs, lawns, trees and the removal and disposition of debris from landscaped areas.
- Supervise the application of pesticides and herbicides in accordance with the Safe Schools Act of 2000.
- Oversee the install, repair, care and operation of irrigation and sprinkling systems.
- Provide operational oversight to the district's centralized irrigation control system.
- Supervise the layout of athletic fields and other landscaped areas.
- Maintain, update and construct turf and landscape plans for all District facilities.
- Assure compliance with applicable Federal, State and District safety codes and regulations.
- Oversee the repairs to mechanized equipment related to grounds, custodial and waste management.
- Manage assigned budget.

- Develop and implement orientation and in-service training programs for custodian and grounds personnel.
- Recommend the purchase of supplies, material and equipment used in the custodial and grounds maintenance functions.
- Read and review construction documents and plans.
- Schedule and inspect the work of contractors on major and minor construction projects.
- Select, supervise and evaluate represented staff.
- Ensure that all playground equipment and fixtures are in proper repair.
- Prepare written reports for supervisor or regulating agencies.
- Report work progress to supervisors, inspect and correct the work of all trades personnel as necessary.
- Administrate district waste management program and ensure that waste reduction goals are being met.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Applicable Federal, State and District safety codes, laws and regulations
- Types, characteristics, and recognition of various flowers, plants, lawns, shrubs, and trees
- Characteristics of soils and fertilizers
- Common plant diseases and pests
- Installation, repair and service of automated sprinkling systems
- Methods, materials, and equipment used in the maintenance, installation, repair and maintenance of asphalt-concrete paving
- Methods and materials utilized in the installation, repair and maintenance of chain link fencing
- Licensing and codes regarding proper operation and loading of trucks
- Industrial safety regulations
- Various software applications including but not limited to: Microsoft Word, Excel, Power Point, Outlook, and Auto CAD
- Cleaning methods and techniques
- Cleaning standards for schools

ABILITY TO:

- Plan, assign, coordinate and direct the work of others
- Prepare and explain rough sketches
- Develop and implement preventative maintenance strategies and schedules
- Develop estimates of labor and material
- Prepare written and oral reports

- Effectively communicate, both verbally and in writing
- Develop and maintain cooperative relationships with others
- Operate a District vehicle
- Use a computer

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma or equivalency, completion of a course of study in horticulture or a degree in horticulture, and seven years' experience in work equivalent to that of a journey-level gardener and horticulturist, three years of which must be in a supervisory or lead capacity. Evidence of satisfactory completion of a course in instruction in the principles and practices of supervision or graduation from college preferred.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment

Physical Abilities:

Walking over rough or uneven surfaces to conduct inspections

Seeing to inspect work and read various materials

Hearing and speaking to exchange information